



## Indiana CLEAN Community Challenge Membership Renewal Checklist

Please complete the following tasks to renew your membership in Indiana CLEAN Community Challenge:

- ☐ Schedule a renewal meeting with the CLEAN program manager approximately six months before your renewal deadline.
- ☐ Review your list of stakeholder committee members. Is there a representative from each of the municipal departments included in your Quality of Life Plan? Are all of the current members actively participating? Is the stakeholder committee leader a municipal employee (If not, then IDEM recommends that you consider having a municipal employee as the main contact of the committee.) Make any necessary updates and revisions to your stakeholder committee.
- ☐ Let the CLEAN program manager know if there are any compliance or regulatory issues that have come up within the last year.
- ☐ Schedule a renewal site visit with the CLEAN program manager.
- ☐ Examine your municipal activities and their potential environmental aspects and impacts. Has the municipality taken on any new activities since you last updated your list? Add any new aspects and impacts and rank them using the scoring system that you used for your original list of aspects and impacts. Also, reevaluate the scores/rankings of your original aspects and impacts list and make any necessary revisions.
- ☐ Use your updated rankings of your aspects and impacts list to develop new goals to address five of the environmental impacts. These goals should be new goals that are specific and measurable. They must be significantly different from any of your previous CLEAN goals.

- ❑ Develop an action plan and timeline for each of your five new goals. Break down each goal into small steps with specific performance measures and month/year dates in the timeline. Most goals require that you establish a baseline as the first task on your action plan. It is also a good idea to include at the end of each action plan a task to review the plan quarterly to determine if you are meeting your target.
- ❑ Examine the continual improvement process described in your Quality of Life Plan. Does the Quality of Life Plan function as an environmental management system for your municipality? Are there updates needed to make it more useful and functional? Are there updates needed due to changes in personnel or municipal activities? Make any necessary updates or revisions.
- ❑ Submit the following documents to the CLEAN program manager before your renewal date:
  - ❖ Final annual performance report from previous year
  - ❖ Updated Quality of Life Plan, which includes:
    - Text of main Quality of Life Plan document
    - Updated aspects/impacts attachment
    - Updated environmental initiatives attachment
  - ❖ Signed renewal application form

- ◆ Note that the CLEAN program manager is available to facilitate all of the above steps and can answer any questions that you may have about the process.
- ◆ Please be aware of your renewal deadline. If your community is unable to complete the renewal process in a timely manner, you will be withdrawn from the program and asked to reapply whenever you are ready to move forward.
- ◆ For communities designated as or within a Multiple Separate Storm Sewer System (MS4) that are applying for the CLEAN Community Challenge Program, the MS4 measurable goals may not be utilized as the CLEAN Community Challenge goals since the MS4 measurable goals are required under 327 IAC 15-13-12 through 17.

**For more information about your CLEAN renewal, please contact Lisa Perez at [lperez@idem.in.gov](mailto:lperez@idem.in.gov) or (800) 988-7901.**